

TOWN OF GLEN ST. MARY, FLORIDA

FINANCIAL STATEMENTS

AND

INDEPENDENT AUDITORS' REPORT

SEPTEMBER 30, 2018

LYONS AND LYONS

CERTIFIED PUBLIC ACCOUNTANTS

TOWN OF GLEN ST. MARY, FLORIDA
SEPTEMBER 30, 2018
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TOWN OF GLEN ST. MARY, FLORIDA
TOWN OFFICIALS
SERVING AS OF SEPTEMBER 30, 2018

MAYOR

Juanice Padgett

TOWN COUNCIL

Stephen Rhynehardt

Amanda Hodges

Dickie Foster

Tommie Sue Davis

TOWN CLERK

Donna Loadholtz

TOWN ATTORNEY

Jonathan S. Bense, P.A.

LYONS AND LYONS

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and
Members of the Town Council
Town of Glen St. Mary, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, its major fund and the aggregate remaining fund information of the Town of Glen St. Mary as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* and, issued by the comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glen St. Mary as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Members of American and Florida Institutes of Certified Public Accountants

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, pension schedules of proportionate share of pension liability and schedule of contributions listed in the table of contents as "required supplementary information" be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 28, 2019, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town's internal control over financial reporting and compliance



May 28, 2019
Macclenny, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS

This discussion and analysis of the Town of Glen St. Mary's financial performance provides an overview of the Town's financial activities for the fiscal year ended September 30, 2018. Please read it in conjunction with the Town's financial statements, which follow this section.

The following are various financial highlights for fiscal year 2017-18.

- The Town's overall net position increased by approximately \$ 314,574.
- Total ending unrestricted net position was approximately \$134,471.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This annual report contains government-wide financial statements that report on the Town's activities as a whole and fund financial statements that report on the Town's individual funds.

Government -wide Financial Statements

The first financial statement is the Statement of Net Position. This statement includes all of the Town's assets and liabilities using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private-sector companies. All of the current year revenues and expenditures are recorded, regardless of when cash is received or paid. Net position – the difference between assets and liabilities – can be used to measure the Town's financial position.

The second financial statement is the Statement of Activities. This statement is also shown using the accrual basis of accounting. It shows the increases and decreases in net position during the fiscal year. Over time, the increases or decreases in net position are useful indicators of whether the Town's financial health is improving or deteriorating. However, other non-financial factors, such as street conditions or changes in the tax base, must also be considered when assessing the overall health of the Town.

Both of the government-wide financial statements distinguish between functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) and from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government and administration, public safety, physical environment, transportation, economic environment, human services, and culture and recreation. The business-type activities of the Town include water and sewer operations.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that are segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories: governmental funds and proprietary funds.

Governmental funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be used in evaluating a government's near term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures,

and changes in fund balances provide a reconciliation to facilitate comparison between governmental funds and governmental activities.

The Town maintains three governmental funds; the General Fund is considered a major fund, while the Special Revenue Fund and Capital Improvement Fund are not. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Special Revenue Fund and Capital Improvement Fund.

Proprietary funds – The Town maintains one type of proprietary fund, the Enterprise Fund. The Enterprise Fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses the Enterprise Fund to account for its water and sewer operations. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements, and accompanying notes, this report also presents certain required supplementary information containing budget to actual comparisons for the general fund.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net Position

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the Town of Glen St. Mary, assets exceeded liabilities by \$2,167,733 at the close of the fiscal year ended September 30, 2018.

Town of Glen St. Mary's Net Position

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2016-17</u>	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2016-17</u>	<u>Fiscal Year 2017-18</u>	<u>Fiscal Year 2016-17</u>
Non Capital Assets	\$ 251,122	\$ 307,380	\$ 262,540	\$ 72,782	\$ 513,662	\$ 380,162
Capital Assets	151,176	158,936	2,636,263	2,328,498	2,787,439	2,487,434
Total Assets	<u>402,298</u>	<u>466,316</u>	<u>2,898,803</u>	<u>2,401,280</u>	<u>3,301,101</u>	<u>2,867,596</u>
Deferred Outflows	<u>38,931</u>	<u>45,868</u>	<u>-</u>	<u>-</u>	<u>38,931</u>	<u>45,868</u>
Current and Other Liabilities	17,678	22,453	183,831	44,737	201,509	67,190
Long-Term Liabilities	<u>87,686</u>	<u>93,750</u>	<u>853,000</u>	<u>872,000</u>	<u>940,686</u>	<u>965,750</u>
Total Liabilities	105,364	116,203	1,036,831	916,737	1,142,195	1,032,940
Deferred Inflows	<u>30,104</u>	<u>27,362</u>	<u>-</u>	<u>-</u>	<u>30,104</u>	<u>27,362</u>
Net Position:						
Invested in Capital Assets	151,176	158,936	1,761,176	1,436,351	1,912,352	1,595,287
Restricted	64,127	108,550	56,783	3,685	120,910	112,235
Unrestricted	<u>90,458</u>	<u>101,133</u>	<u>44,013</u>	<u>44,507</u>	<u>134,471</u>	<u>145,640</u>
Total Net Position	<u>\$ 305,761</u>	<u>\$ 368,619</u>	<u>\$ 1,861,972</u>	<u>\$ 1,484,543</u>	<u>\$2,167,733</u>	<u>\$1,853,162</u>

Changes in Net Position

The following schedule provides a summary of the changes in net position.

	Governmental Activities		Business-Type Activities		Total	
	Fiscal Year 2017-18	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2016-17
Revenues:						
Program Revenues:						
Charges For Services	\$ 37,038	\$ 28,278	\$ 155,611	\$ 143,219	\$ 192,649	\$ 171,497
Capital Grants and Contributions	-	-	308,959	27,998	308,959	27,998
General Revenues:						
Taxes	141,800	128,788	-	-	141,800	128,788
Shared Revenues	20,301	20,173	-	-	20,301	20,173
Other	19,725	17,745	37	44	19,762	17,789
Total Revenues	<u>218,864</u>	<u>194,984</u>	<u>464,607</u>	<u>171,261</u>	<u>683,471</u>	<u>366,245</u>
Expenses:						
General Government	75,852	75,167	-	-	75,852	75,167
Public Safety	4,698	1,730	-	-	4,698	1,730
Physical Environment	75,469	89,106	196,329	166,436	271,798	255,542
Transportation	13,004	11,172	-	-	13,004	11,172
Economic Environment	-	-	-	-	-	-
Culture and Recreation	3,548	3,548	-	-	3,548	3,548
Human Services	-	-	-	-	-	-
Total Expenses	<u>172,571</u>	<u>180,723</u>	<u>196,329</u>	<u>166,436</u>	<u>368,900</u>	<u>347,159</u>
Transfers and Capital Contributions	<u>(109,151)</u>	<u>5,000</u>	<u>109,151</u>	<u>(5,000)</u>	<u>-</u>	<u>-</u>
Changes in Net Position	(62,858)	19,261	377,429	(175)	314,571	19,086
Net Position- Beginning of Year	<u>368,619</u>	<u>349,358</u>	<u>1,484,543</u>	<u>1,484,718</u>	<u>1,853,162</u>	<u>1,834,076</u>
Net Position- End of Year	<u>\$ 305,761</u>	<u>\$ 368,619</u>	<u>\$ 1,861,972</u>	<u>\$ 1,484,543</u>	<u>\$ 2,167,733</u>	<u>\$ 1,853,162</u>

OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

Governmental Activities and Business-type Activities

The governmental activities generated \$37,038 of program revenues and \$181,826 of general revenues, incurred \$172,571 of program expenses and transfer out of \$109,151. This resulted in a \$62,858 decrease in net position.

The business-type activities generated \$155,611 charges for services, \$308,959 grant revenues and received \$37 of interest, incurred \$196,329 of program expenses and transfer in of \$109,151. This resulted in a \$377,429 increase in net position.

THE TOWN'S INDIVIDUAL FUNDS

The General Fund's fund balance decreased by \$6,594 from \$240,452 to \$233,858; the Special Revenue Fund's fund balance did not change, the Capital Improvement Fund's fund balance decreased \$44,889 from \$45,025 to \$136. The Proprietary Fund's net position increased by \$377,429 from \$1,484,543 to \$1,861,972; net cash increased \$79,609.

BUDGETARY HIGHLIGHTS

General Fund revenues received were greater than budgeted amounts by \$16,290. General Fund expenditures were less than the budgeted amount by \$14,083.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The Town expended \$364,694 for the expansion of water and sewer services during the year. The amount is included in construction in progress as the project was not complete as of September 30, 2018. Please refer to Note 3 to the accompanying financial statements entitled Changes in Capital Assets for more detailed information about the Town's capital asset activity.

Debt Administration

The Town issued revenue bonds on December 16, 2004, referred to as Water and Sewer Revenue Bonds Series 2004A and 2004B, in the amounts of \$670,000 and \$370,214, respectively. The purpose of the bonds was to provide permanent financial resources for the Town's water and sewer projects. Revenues from the related facility, a portion of sales tax, franchise tax and communication service tax revenues are pledged as collateral for the bonds. No bonds were issued during the year. The net change in the Town's long-term liabilities for the year was a decrease of \$17,000. A certificate of deposit in the General Fund for \$60,000 is designated as restricted for bond reserve. Please refer to Notes 4 and 6 in the notes to financial statements for more detailed information.

ECONOMIC FACTORS

We are not currently aware of any conditions that are expected to have a significant effect on the Town's financial position or results of operations.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Town of Glen St. Mary at PO Box 519, 10046 N. Glen Avenue, Glen St. Mary, FL 32040.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2018

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<u>ASSETS</u>			
Current Assets:			
Cash and Equivalents	\$ 173,731	\$ 36,171	\$ 209,902
Accrued Interest Receivable	71	-	71
Accounts Receivable (Net Where Applicable of Allowance for Uncollectible)	-	11,344	11,344
Due From Other Agencies	13,193	137,722	150,915
Prepaid Expenses	<u>3,991</u>	<u>3,808</u>	<u>7,799</u>
Total Current Assets	<u>190,986</u>	<u>189,045</u>	<u>380,031</u>
Noncurrent Assets:			
Restricted Assets			
Cash and Equivalents	60,136	73,495	133,631
Capital Assets:			
Non-Depreciable Assets	73,258	449,689	522,947
Depreciable Assets, Net	<u>77,918</u>	<u>2,186,574</u>	<u>2,264,492</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>151,176</u>	<u>2,636,263</u>	<u>2,787,439</u>
Total Noncurrent Assets	<u>211,312</u>	<u>2,709,758</u>	<u>2,921,070</u>
TOTAL ASSETS	<u>402,298</u>	<u>2,898,803</u>	<u>3,301,101</u>
<u>DEFERRED OUTFLOWS</u>			
Pension Related	<u>38,931</u>	-	<u>38,931</u>
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable and Accrued Expenses	6,600	141,224	147,824
Accrued Interest on Bonds Payable		3,087	3,087
Customer Deposits	-	20,520	20,520
Due to Other Agencies	5,795	-	5,795
Revenue Bonds Payable, Current Portion	-	19,000	19,000
Net Pension Liability, Current Portion	700	-	700
Unearned Revenue	<u>4,583</u>	-	<u>4,583</u>
Total Current Liabilities	<u>17,678</u>	<u>183,831</u>	<u>201,509</u>
Noncurrent Liabilities			
Net Pension Liability	87,686	-	87,686
Revenue Bonds Payable	-	853,000	853,000
Total Noncurrent Liabilities	<u>87,686</u>	<u>853,000</u>	<u>940,686</u>
TOTAL LIABILITIES	<u>105,364</u>	<u>1,036,831</u>	<u>1,142,195</u>
<u>DEFERRED INFLOWS</u>			
Pension Related	<u>30,104</u>	-	<u>30,104</u>
<u>NET POSITION</u>			
Invested In Capital Assets, Net of Related Debt	151,176	1,761,176	1,912,352
Restricted	64,127	56,783	120,910
Unrestricted	<u>90,458</u>	<u>44,013</u>	<u>134,471</u>
TOTAL NET POSITION	<u>\$ 305,761</u>	<u>\$ 1,861,972</u>	<u>\$ 2,167,733</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

Functions/Programs	Program Revenues			Net (Expenses) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental Activities:						
General Government	\$ 75,852	\$ 37,038	-	\$ (38,814)	\$ -	\$ (38,814)
Public Safety	4,698	-	-	(4,698)	-	(4,698)
Physical Environment	75,469	-	-	(75,469)	-	(75,469)
Transportation	13,004	-	-	(13,004)	-	(13,004)
Culture and Recreation	3,548	-	-	(3,548)	-	(3,548)
Total Governmental Activities	172,571	37,038	-	(135,533)	-	(135,533)
Business-type Activities:						
Water and Sewer	196,329	155,611	308,959	-	268,241	268,241
Total Business-type Activities	196,329	155,611	308,959	-	268,241	268,241
Total	\$ 368,900	\$ 192,649	\$ 308,959	(135,533)	268,241	132,708
General Revenues:						
Discretionary Sales Tax				36,269	-	36,269
Half Cent Sales Tax				18,416	-	18,416
Local Option Gas Tax				12,377	-	12,377
Electric Service Tax				43,915	-	43,915
Communication Service Tax				30,823	-	30,823
State Shared Revenue				20,301	-	20,301
Interest Income				1,288	37	1,325
Miscellaneous Income				13,437	-	13,437
Rental Income				5,000	-	5,000
Total General Revenues				181,826	37	181,863
Transfers				(109,151)	109,151	-
Total General Revenues and Transfers				72,675	109,188	181,863
Change in Net Position				(62,858)	377,429	314,571
Net Position, October 1, 2017				368,619	1,484,543	1,853,162
Net Position, September 30, 2018				\$ 305,761	\$ 1,861,972	\$ 2,167,733

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
BALANCE SHEET-GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018

	<u>GENERAL</u>	<u>NON- MAJOR FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
<u>ASSETS</u>			
Cash	\$ 233,580	\$ 287	\$ 233,867
Accrued Interest Receivable	71	-	71
Due From Other Agencies	13,193	-	13,193
Prepaid Expenses	3,991	-	3,991
TOTAL ASSETS	<u>\$ 250,835</u>	<u>\$ 287</u>	<u>\$ 251,122</u>
<u>LIABILITIES AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Accounts Payable and Accrued Liabilities	\$ 6,600	\$ -	\$ 6,600
Due To Other Agencies	5,795	-	5,795
Unearned Revenue	4,583	-	4,583
TOTAL LIABILITIES	<u>16,978</u>	<u>-</u>	<u>16,978</u>
<u>FUND BALANCES:</u>			
Fund Balances:			
Nonspendable	3,991	-	3,991
Restricted for:			
Bond Reserve	60,000	-	60,000
Assigned to:			
Capital Improvements	-	136	136
Unassigned	169,866	151	170,017
TOTAL FUND BALANCES	<u>233,857</u>	<u>287</u>	<u>234,144</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 250,835</u>	<u>\$ 287</u>	<u>\$ 251,122</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
RECONCILIATION OF BALANCE SHEET TO STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018

FUND BALANCES--TOTAL GOVERNMENTAL FUNDS	\$ 234,144
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>	
<p>Capital assets used in governmental activities are not reported in the governmental funds.</p>	
Capital Assets--Net	151,176
<p>Deferred outflows and inflows associated with pensions are not reported in the governmental funds.</p>	
Deferred Outflows	38,931
Deferred Inflows	(30,104)
<p>Net pension liability is not reported in the governmental funds</p>	
Net Pension Liability	<u>(88,386)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 305,761</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018

	<u>GENERAL</u>	<u>NON-MAJOR</u>	<u>TOTAL</u>
<u>REVENUES</u>			
Taxes	\$ 141,800	\$ -	\$ 141,800
Charges for Services	37,038	-	37,038
Intergovernmental	20,301	-	20,301
Interest Earnings	1,177	111	1,288
Miscellaneous Revenues	13,437	-	13,437
Rental Income	5,000	-	5,000
TOTAL REVENUES	<u>218,753</u>	<u>111</u>	<u>218,864</u>
<u>EXPENDITURES</u>			
General Government	70,402	-	70,402
Physical Environment	73,757	-	73,757
Public Safety	4,033	-	4,033
Transportation	13,004	-	13,004
TOTAL EXPENDITURES	<u>161,196</u>	<u>-</u>	<u>161,196</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	57,557	111	57,668
<u>OTHER FINANCING SOURCES (USES)</u>			
Transfers	<u>(64,151)</u>	<u>(45,000)</u>	<u>(109,151)</u>
NET CHANGE IN FUND BALANCES	(6,594)	(44,889)	(51,483)
FUND BALANCES - OCTOBER 1, 2017	<u>240,452</u>	<u>45,176</u>	<u>285,628</u>
FUND BALANCES - SEPTEMBER 30, 2018	<u>\$ 233,858</u>	<u>\$ 287</u>	<u>\$ 234,145</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TO STATEMENT OF ACTIVITIES-GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NET CHANGE IN FUND BALANCES--TOTAL GOVERNMENTAL FUNDS \$ (51,483)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is depreciated over their estimated useful lives.

Capital outlay expenditures		
Current Year Depreciation Expense		(7,760)

Deferred outflows and inflows associated with pensions are not reported in the governmental funds.

Change in Pension Liability		6,064
Change in Deferred Outflows Related to Pensions		(9,015)
Change in Deferred Inflows Related to Pensions		(2,742)
Deferred Outflows for Contributions Subsequent to the Measurement Date		<u>2,078</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES **\$ (62,858)**

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF NET POSITION-PROPRIETARY FUND
SEPTEMBER 30, 2018

ASSETS

Current Assets:	
Cash and Equivalents	\$ 36,171
Accounts Receivable (Net Where Applicable of Allowance For Uncollectables)	11,344
Due from Other Governmental Agencies	137,722
Prepaid Expenses	<u>3,808</u>
Total Current Assets	<u>189,045</u>
Noncurrent Assets:	
Restricted Assets	
Cash and Equivalents	73,495
Capital Assets:	
Construction in Progress	449,689
Equipment	3,681
Infrastructure	2,844,803
Accumulated Depreciation	<u>(661,910)</u>
Total Capital Assets, Net of Accumulated Depreciation	<u>2,636,263</u>
Total Noncurrent Assets	<u>2,709,758</u>
TOTAL ASSETS	<u>2,898,803</u>

LIABILITIES

Current Liabilities:	
Accounts Payable and Accrued Expenses	141,224
Accrued Interest on Bonds Payable	3,087
Customer Deposits	20,520
Bonds Payable, Current Portion	<u>19,000</u>
Total Current Liabilities	<u>183,831</u>
Noncurrent Liabilities	
Revenue Bonds Payable	<u>853,000</u>
Total Noncurrent Liabilities	<u>853,000</u>
TOTAL LIABILITIES	<u>1,036,831</u>

NET POSITION

Invested In Capital Assets, Net of Related Debt	1,761,176
Restricted	56,783
Unrestricted	<u>44,013</u>
TOTAL NET POSITION	<u>\$ 1,861,972</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

OPERATING REVENUES

Charges for Services \$ 155,611

TOTAL OPERATING REVENUES 155,611

OPERATING EXPENSES

Personal Services 6,044

Materials, Supplies and Other Expenses 93,809

Depreciation 56,926

TOTAL OPERATING EXPENSES 156,779

OPERATING INCOME (1,168)

NON-OPERATING REVENUES (EXPENSES)

Capital Grant 308,959

Interest Income 37

Interest Expense (39,550)

TOTAL NONOPERATING REVENUES (EXPENSES) 269,446

NET INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS 268,278

Transfers In 109,151

Change in Net Position 377,429

NET POSITION - OCTOBER 1, 2017 1,484,543

NET POSITION - SEPTEMBER 30, 2018 \$ 1,861,972

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
STATEMENT OF CASH FLOWS-PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from customers	\$ 155,584
Cash payments to suppliers for goods and services	(94,901)
Cash payments to employees for services	(6,044)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>54,639</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Transfers from other funds	199,555
Transfers to other funds	(90,404)
NET CASH PROVIDED FROM NONCAPITAL FINANCING ACTIVITIES	<u>109,151</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Cost associated with water & sewer expansion	(226,969)
Cash received from grant proceeds	199,235
Interest paid on bonds	(39,484)
Principal payment on bonds	(17,000)
NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(84,218)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest on cash and cash equivalents	<u>37</u>
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>37</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS 79,609

CASH AND CASH EQUIVALENTS - OCTOBER 1, 2017 30,057

CASH AND CASH EQUIVALENTS - SEPTEMBER 30, 2018 \$ 109,666

**RECONCILIATION OF OPERATING INCOME (LOSS) TO
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating income (loss)	\$ (1,168)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	56,926
Change in assets and liabilities:	
Increase in accounts receivables	(302)
Increase in prepaid expenses	(127)
Decrease in accounts payables	(965)
Increase in customer deposits	<u>275</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 54,639</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town of Glen St. Mary, Florida, (“the Town”) conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant policies.

Reporting Entity

The Town is a unit of local government, incorporated June 29, 1957, under Special Legislative Act House Bill #1512. The Town operates under a Manager-Town Council form of government. As required by accounting principles generally accepted in the United States of America, the accompanying financial statements present the Town as a primary government.

The Town uses the criteria established in GASB Statement Number 14 to define the reporting entity and identify component units. Component units are entities for which the Town, as primary government, is considered to be financially accountable. Component units, if any, are included in the reporting entity because of the significance of their operational or financial relationships with the primary government.

The Town is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if Town officials appoint a voting majority of an organization’s governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the Town. The Town may also be financially accountable for governmental organizations that are fiscally dependent on it.

Blended component units, although legally separate entities are, in substance, part of the primary government’s operations and, accordingly, data from these units would be combined with data of the Town. There are no blended component units included in the Town’s financial reporting entity.

Discretely presented component units, on the other hand, would be reported in separate columns to emphasize that they are legally separate from the Town. There are no discretely presented component units included in the Town’s financial reporting entity.

There were no additional entities for which there were positive responses to specific criteria used for establishing oversight responsibility that were excluded from the Town’s financial statements. The Town did not participate in any joint ventures during the 2017-18 fiscal year.

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent, on fees charged to external parties.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: charges for services that are directly related to a given function; and grants and contributions that are restricted to meeting the operational or capital

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government-wide Financial Statements (concluded)

requirements of a particular function. Taxes and other revenues not properly included among program revenues are reported as general revenues.

Fund Financial Statements

The Town segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Separate statements are presented for governmental and proprietary activities. These statements present each major fund as a separate column on the fund financial statements; all non-major funds are aggregated and presented in a single column.

Governmental funds are those funds through which most governmental functions typically are financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds. The Town has presented the following major governmental fund:

General Fund – The General Fund is the primary operating fund. It is used to account for all financial resources, except those required to be accounted for in another fund.

The Town also has presented the Special Revenue Fund and the Capital Improvement Fund, non-major funds, in a separate column.

The Proprietary Fund, specifically identified as the Water and Sewer Fund, is used to account for the provision of water and sewer to the residents of the Town. The Water and Sewer Fund is also considered a major fund. Activities of the fund include administration, operations and maintenance of the water and sewer system and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest for water and sewer debt. All costs are financed through charges to utility customers with rates reviewed regularly and adjusted if necessary to ensure integrity of the funds. The proprietary fund distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. Operating expenses for the proprietary fund include the cost of personal and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Fund Balance

The Town follows the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise of a hierarchy, based primarily, on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Balance (concluded)

The fund balance classifications specified in GASB Statement No. 54 are as follows:

Nonspendable Fund Balance – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to remain intact.

Restricted Fund Balance – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the Town's highest level of decision-making authority, which is a policy of the Town. Committed amounts cannot be used for any other purpose unless the Town removes those constraints by taking the same type action.

Assigned Fund Balance – Assigned fund balances are amounts that are constrained by the Town's interest to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the mayor or (b) a body of official to which the mayor has delegated the authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the General Fund.

The Town's policy is to expend resources in the following order: restricted, committed, assigned and unassigned.

Measurement Focus and Basis of Accounting

The government-wide financial statements and the fund financial statements for the proprietary fund are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current year. Expenditures are generally recognized when the related liability is incurred. However, debt service expenditures, and expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Budgets and Budgetary Accounting

The Town adopts an annual budget for the General Fund. The following procedures are used in establishing the budgetary data reflected in the financial statements:

On or before the first part of September, the Mayor submits to the Town Council a proposed operating budget for the fiscal year commencing the following October 1st. The operating budget includes proposed expenditures and the means of financing them.

A public hearing is conducted to obtain taxpayer comments.

Usually prior to October 1st, the budget is legally enacted by Council approval.

Any revision that alters total expenditures of any fund or to transfer budgeted amounts between departments within any fund must be approved by the Town Council. Budgetary control is maintained at the department level. The fund is the legal level of control. Budgetary data presented in the accompanying financial statements represent the “final” budget data; i.e., the effects of budget amendments have been applied to “original” budgetary data.

The budget amounts presented in the accompanying financial statements were prepared on the modified accrual basis of accounting.

All budget changes during the fiscal year are approved by the Town Council.

Appropriations lapse at the end of the fiscal year.

Budgets are adopted for the General and Enterprise Funds on a basis that does not differ materially from accounting principles generally accepted in the United States. In accordance with Section 166.241, Florida Statutes, expenditures did not exceed budget appropriations for the 2017-2018 fiscal year.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not utilized by the Town.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the enterprise fund considers all highly liquid investments, including restricted assets to be cash equivalents. Restricted cash for bond reserves and capital improvements total \$60,136 for governmental activities. Restricted cash for customer deposits and grant expenditures total \$73,495 for enterprise activities. Unrestricted resources are used first when expense is incurred for both restricted and unrestricted purposes.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Deposits with Financial Institutions

All deposits are placed in banks that qualify as public depositories, as required by law (Florida Security for Public Deposits Act). Accordingly, all deposits are insured by federal depository insurance and/or collateralized pursuant to Chapter 280, Florida Statutes.

Prepaid Expenses

Prepaid balances for payments made by the Town in the current year to provide services occurring in the subsequent fiscal year, and the reserve for prepaid items has been recorded to signify that a portion of fund balance is not available for other subsequent expenditures.

Capital Assets

Capital assets are valued at historical cost or estimated historical cost. Donated capital assets are recorded at estimated fair value on the date donated. Depreciation is calculated using the straight-line method over the following estimated useful lives:

Buildings	30-50 years
Water & Sewer Systems	30-50 years
Improvements	20-25 years
Equipment	5-20 years

Compensated Absences

The Town does not have a policy on sick leave and accordingly does not compensate employees for sick leave. The Town does have a policy allowing employees to earn 40 hours of personal leave per year; unused personal leave may be carried forward and accumulated up to a maximum of 480 hours. Personal leave time remaining upon termination of employment is not paid. Personal leave compensation will be awarded at the time of retirement at the hourly rate at twenty-five percent of accumulated hours. Town policy also allows employees to be eligible for one week vacation after one year of employment, two weeks for two to nine years of employment, three weeks for ten to nineteen years of employment and four weeks for twenty years or more of employment. A maximum of one week of earned vacation may be carried forward to the following year to be used within the first three months of the following fiscal year. A liability for accrued compensated absences of employees has been accrued in the Government-wide financial statements. Compensated absences are recorded as expenditures in Governmental Funds to the extent of the amount of the liability that would normally be liquidated with expendable available financial resources (the current portion).

Capitalization of Interest Costs

When applicable, the Town follows the guidelines of Statement of Financial Accounting Codification No. 835-20 to determine if interest costs related to construction of fixed assets should be capitalized.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Town to make various estimates and assumptions. Actual results could vary from estimates used.

Net Position

Net position represents the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net accumulated depreciation, reduced by the outstanding balances of any borrowing used for acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either by through enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The government-wide statement of net position reports \$120,910 of restricted net position, which is restricted by enabling legislation. Governmental restricted net position in the amount of \$64,127 consists of \$60,000 for the bond fund reserves, \$3,991 for prepaid expenses and \$136 for capital improvements. Proprietary restricted net position in the amount of \$56,783 consists of \$3,808 in prepaid expenses and \$52,975 for water/sewer expansion.

Deferred Outflows/Inflows of Resources

A deferred outflow of resources is a consumption of net assets that is applicable to a future reporting period.

A deferred inflow of resources is an acquisition of net assets that is applicable to a future reporting period.

NOTE 2 – INVESTMENTS

Section 218.415, Florida Statutes, authorizes the Town to invest in the Local Government Investment Pool; Securities and Exchange Commission registered money market funds with the highest credit quality rating; savings accounts and certificates of deposits in qualified public depositories; and direct obligations of the U.S. Treasury.

The Town's investments consist of certificates of deposit. These investments are entirely insured (Level 1 category of credit risk). The Town is exposed to the following risks associated with its investments:

Credit Risk – the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

Interest Rate Risk – the risk that changes in interest rate will adversely affect the fair value of an investment.

The Town does not have a formal investment policy relating to the aforementioned risks, other than Section 218.415 Florida Statutes, for investing public funds. That statute limits the Town's exposure to credit risk and interest rate risk by limiting authorized investment option as previously described.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 3 – CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets for the fiscal-year ending September 30, 2018, follows:

	Balance <u>October 1,</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>September 30,</u>
<u>Governmental Activities</u>				
Capital Assets Not Being Depreciated				
Land	\$ 73,258	\$ -	\$ -	\$ 73,258
Total Capital Assets Not Being Depreciated	<u>73,258</u>	<u>-</u>	<u>-</u>	<u>73,258</u>
Capital Assets Being Depreciated				
Buildings	94,699	-	-	94,699
Improvements Other Than Buildings	200,515	-	-	200,515
Machinery & Equipment	135,426	-	-	135,426
Total Capital Assets Being Depreciated	<u>430,640</u>	<u>-</u>	<u>-</u>	<u>430,640</u>
Less Accumulated Depreciation For				
Buildings	66,236	2,421	-	68,657
Improvements Other Than Buildings	143,302	5,339	-	148,641
Machinery & Equipment	135,424	-	-	135,424
Total Accumulated Depreciation	<u>344,962</u>	<u>7,760</u>	<u>-</u>	<u>352,722</u>
Total Capital Assets Being Depreciated, Net	<u>85,678</u>	<u>(7,760)</u>	<u>-</u>	<u>77,918</u>
Governmental Activities Total Capital Assets, Net	<u>\$ 158,936</u>	<u>\$ (7,760)</u>	<u>\$ -</u>	<u>\$ 151,176</u>
<u>Business-type Activities</u>				
Capital Assets Not Being Depreciated				
Construction in Progress	\$ 84,998	\$ 364,694	\$ -	\$ 449,692
Total Capital Assets Not Being Depreciated	<u>84,998</u>	<u>364,694</u>	<u>-</u>	<u>449,692</u>
Capital Assets Being Depreciated				
Improvements Other Than Buildings	2,842,155	-	-	2,842,155
Machinery & Equipment	6,328	-	-	6,328
Total Capital Assets Being Depreciated	<u>2,848,483</u>	<u>-</u>	<u>-</u>	<u>2,848,483</u>
Less Accumulated Depreciation For				
Improvements Other Than Buildings	598,658	56,926	-	655,584
Machinery & Equipment	6,328	-	-	6,328
Total Accumulated Depreciation	<u>604,986</u>	<u>56,926</u>	<u>-</u>	<u>661,912</u>
Total Capital Assets Being Depreciated, Net	<u>2,243,497</u>	<u>(56,926)</u>	<u>-</u>	<u>2,186,571</u>
Business-type Activities Total Capital Assets, Net	<u>\$ 2,328,495</u>	<u>\$ 307,768</u>	<u>\$ -</u>	<u>\$ 2,636,263</u>
Depreciation expense was charged to functions as follows:				
Governmental Activities:				
General Government	\$ 1,835			
Public Safety	665			
Physical Environment	1,712			
Culture and Recreation	3,548			
Total Depreciation Expense Governmental Activities	<u>\$ 7,760</u>			
Business-type Activities:				
Physical Environment	\$ 56,926			
Total Depreciation Expense Business-type Activities	<u>\$ 56,926</u>			

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 4 – LONG-TERM DEBT

Government-type activities:

The Government-type activities long-term debt at September 30, 2018, consists of the following:

Net pension liability for employer’s proportionate share of the net pension liability for the Florida Retirement System.	\$ 65,991
Net pension liability for employer’s proportionate share of the net pension liability for the Health Insurance Subsidy Program.	<u>22,395</u>
Total Net Pension Liability	<u>\$ 88,386</u>

A summary of changes in long-term liabilities follows:

	<u>Balance</u> <u>October 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>September 30</u>	<u>Due</u> <u>Within</u> <u>One</u> <u>Year</u>
Net pension liability - FRS	\$ 69,360	\$ -	\$ 3,369	\$ 65,991	\$ -
Net pension liability - HIS	<u>25,090</u>	<u>-</u>	<u>2,695</u>	<u>22,395</u>	<u>700</u>
Total	<u>\$ 94,450</u>	<u>\$ -</u>	<u>\$ 6,064</u>	<u>\$ 88,386</u>	<u>\$ 700</u>

During 2015, the Town implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. As a result, a net pension liability is disclosed in the calculation of changes in long-term liabilities presented above.

Business-type activities:

The Business-type activities debts of the Town at September 30, 2018, consist of the following:

\$670,000 Water and Sewer Revenue Bonds, Series 2004A, dated December 16, 2004, due in annual principal installments of \$10,000 to \$34,000 plus accrued interest at 4.5% due September 1st each year through 2044. The revenues from the related facility, a portion of sales tax, franchise tax and communication service tax revenues are pledged as collateral. \$ 562,000

\$370,214 Water and Sewer Revenue Bonds, Series 2004B, dated December 16, 2004, due in annual principal installments of \$6,000 to \$19,000 plus accrued interest at 4.375%, due September 1st of each year through 2044. The revenues from the related facility, a portion of sales tax, franchise tax and communication service tax revenues are pledged as collateral.

Total Bonds Payable	<u>310,000</u>
	<u>\$ 872,000</u>

A summary of changes in long-term liabilities follows:

	<u>Balance</u> <u>October 1</u>	<u>Issues or</u> <u>Additions</u>	<u>Payments or</u> <u>Expenditures</u>	<u>Balance</u> <u>September 30</u>	<u>Due</u> <u>Within</u> <u>One Year</u>
Business-type Activities:					
Water & Sewer Revenue Bonds Payable	\$889,000	\$ -	\$ 17,000	\$ 872,000	\$ 19,000
Total Business-type Activities	<u>889,000</u>	<u>-</u>	<u>17,000</u>	<u>872,000</u>	<u>19,000</u>
Total Government	<u>\$889,000</u>	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 872,000</u>	<u>\$ 19,000</u>

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 4 – LONG-TERM DEBT (concluded)

The annual aggregate maturities for revenue bonds for the years subsequent to September 30, 2018, are as follows:

<u>Fiscal Year Ended</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
September 30, 2019	\$ 19,000	\$ 38,853	\$ 57,853
September 30, 2020	19,000	38,006	57,006
September 30, 2021	20,000	37,160	57,160
September 30, 2022	22,000	36,269	58,269
September 30, 2023	22,000	35,289	57,289
September 30, 2024-2028	126,000	160,851	286,851
September 30, 2029-2033	156,000	130,244	286,244
September 30, 2034-2038	195,000	92,063	287,063
September 30, 2039-2043	244,000	44,436	288,436
September 30, 2044	<u>49,000</u>	<u>2,186</u>	<u>51,186</u>
Totals	<u>\$872,000</u>	<u>\$615,357</u>	<u>\$1,487,357</u>

NOTE 5 – ALLOWANCE FOR UNCOLLECTIBLES

Accounts receivables have been reported in the funds net of allowance for uncollectibles. The allowance for uncollectibles is as follows:

Enterprise Fund	<u>\$ 310</u>
Total	<u>\$ 310</u>

The allowance is based upon a moving average of the collection experience relating to these receivables .

NOTE 6 – DEBT RESTRICTIONS AND COVENANTS

Water and Sewer Revenue Bonds, Series 2004A and 2004B, requires the establishment of a Bond and Interest Sinking Fund to be used exclusively by the Town to pay all interest on the Bonds as the same shall come due and the principal of the bonds at the respective maturity dates thereof. On or before the fifteenth day of each month, the Town shall transfer and deposit to the credit of the Sinking Fund the following amounts:

1. A sum equal to 1/12 of the amount of one year’s interest on all the Bonds then outstanding, together with the amount of any deficiency in prior deposits for interest on the Bonds.
2. Beginning on September 15, 2006, a sum equal to 1/12 of the principal of the Bonds maturing on the next succeeding September 1, together with the amount of any deficiency in prior deposits for principal on the Bonds.
3. To the credit of a Reserve Account in the Sinking Fund a sum equal to 1/120 of the Maximum Bond Service Requirement until such time as the funds therein shall equal the Maximum Bond Service Requirement.

In February 2006, the Town passed a resolution to set aside and reserve a certificate of deposit in the General Fund of \$60,000 to satisfy the reserve requirements. A certificate of deposit in the amount of \$60,000 has been restricted to satisfy the reserve and sinking fund requirements.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 7 – CONTINGENT LIABILITIES

The Town is sometimes involved in litigation arising from the normal operations of a local government. It is the opinion of management that such litigation will not have a material financial impact on the financial statements of the Town.

NOTE 8 – STATE OF FLORIDA PENSION PLANS

Defined Benefit Plans

The Town participates in two defined benefit pension plans that are administered by the State of Florida, Department of Management Services, Division of Retirement. The plans provide retirement, disability or death benefits to retirees or their designated beneficiaries. Chapter 121, Florida Statutes, establishes the authority for benefit provisions. Changes to the law can only occur through an act of the Florida Legislature. The State of Florida issues a publicly available financial report that includes financial statements and required supplementary information for the plans. That report may be obtained by writing to the Division of Retirement, PO Box 9000, Tallahassee, Florida, 32315-9000 or by calling (844) 377-1888.

The Florida Retirement System (FRS) Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan with a Deferred Retirement Option Program (DROP) available for eligible employees. The FRS was established and is administered in accordance with Chapter 121, Florida Statutes. Retirees receive a lifetime pension benefit with joint and survivor payment options. FRS membership is compulsory for employees filling regularly established positions in a state agency, county agency, state university, state college, or district school board, unless restricted from FRS membership under Sections 121.053 or 121.122, Florida Statutes, or allowed to participate in a defined contribution plan in lieu of FRS membership. Participation by cities, municipalities, special districts, charter schools and metropolitan planning organizations is optional.

The Retiree Health Insurance Subsidy (HIS) Program is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with Section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. To be eligible to receive a HIS benefit, a retiree under a state administered retirement system must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided

Benefits under the FRS Pension Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

Eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to Section 112.363, Florida Statutes.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 8 – STATE OF FLORIDA PENSION PLANS (continued)

Contributions

The contribution requirements of plan members and the Town are established and may be amended by the Florida Legislature. Employees are required to contribute 3.00% of their salary to the FRS. The Town's contribution rates as of September 30, 2018, were as follows:

	FRS	HIS
Regular Class	6.60%	1.66%
Special Risk Class	22.84%	1.66%
Senior Management Service Class	22.40%	1.66%
Elected Officials	47.04%	1.66%
DROP from FRS	12.37%	1.66%

The Town's contributions for the year ended September 30, 2018, were \$6,516 to the FRS and \$1,203 to the HIS.

Pension Liabilities and Pension Expense

In its financial statements for the year ended September 30, 2018, the Town reported a liability for its proportionate shares of the net pension liabilities. The net pension liabilities were measured as of June 30, 2018, and the total pension liabilities used to calculate the net pension liability were determined by an actuarial valuation dated July 1, 2018. The Town's proportions of the net pension liabilities were based on the Town's share of contributions to the pension plans relative to the contributions of all participating entities, actuarially determined.

	FRS	HIS
Net pension liability	\$ 65,991	\$ 22,395
Proportion at:		
Current measurement date	0.000219089%	0.000211592%
Prior measurement date	0.000234488%	0.000234666%
Pension expense (benefit)	\$ 9,843	\$ 1,195

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 8 – STATE OF FLORIDA PENSION PLANS (continued)

Deferred Outflows/Inflows of Resources Related to Pensions

At September 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 5,590	\$ (203)	\$ 343	\$ (38)
Changes of assumptions	21,563	-	2,491	(2,368)
Net difference between projected and actual earnings on pension plan investments	-	(5,099)	14	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	6,574	(19,636)	549	(2,759)
Employer contributions subsequent to the measurement date	1,744	-	334	-
Total	\$ 35,471	\$ (24,938)	\$ 3,731	\$ (5,165)

Deferred outflows of resources related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the reporting period ending September 30, 2018. Other pension-related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ending September 30,	FRS	HIS
2018	\$ 6,991	\$ (163)
2019	3,058	(164)
2020	(3,745)	(48)
2021	698	(218)
2022	1,577	(642)
Thereafter	210	(534)
Total	\$ 8,789	\$ (1,769)

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 8 – STATE OF FLORIDA PENSION PLANS (continued)

Actuarial Assumptions

The total pension liability for each of the defined benefit plans was measured as of June 30, 2018. The total pension liability for the FRS Pension Plan was determined by an actuarial valuation dated July 1, 2018. For the HIS Program, the total pension liability was determined by an actuarial valuation dated July 1, 2018, rolled-forward using standard actuarial procedures. The individual entry age normal actuarial cost method was used for each plan, along with the following significant actuarial assumptions:

	FRS	HIS
Inflation	2.60%	2.60%
Salary increases	3.25%	3.25%
Investment rate of return	7.00%	N/A
Discount rate	7.00%	3.87%

Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB. For both plans, the actuarial assumptions used were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The following changes in key actuarial assumptions occurred in 2018:

FRS: The long-term expected rate of return and the discount rate used to determine the total pension liability decreased from 7.10% to 7.00%.

HIS: The municipal bond index rate and the discount rate used to determine the total pension liability increased from 3.58% to 3.87%.

The long-term expected investment rate of return was not based on historical returns, but instead was based on a forward-looking capital market economic model. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. For the FRS Pension Plan, the table below summarizes the consulting actuary's assumptions based on the long-term target asset allocation.

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1%	2.9%	2.9%	1.8%
Fixed income	18%	4.4%	4.3%	4.0%
Global equity	54%	7.6%	6.3%	17.0%
Real estate (property)	11%	6.6%	6.0%	11.3%
Private equity	10%	10.7%	7.8%	26.5%
Strategic investments	<u>6%</u>	6.0%	5.7%	8.6%
	<u>100%</u>			

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 8 – STATE OF FLORIDA PENSION PLANS (concluded)

Discount Rate

The discount rate used to measure the total pension liability for the FRS Pension Plan was 7.00%. FRS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program is essentially funded on a pay-as-you-go basis, a municipal bond rate of 3.87% was used to determine the total pension liability for the program. The Bond Buyer General Obligation Bond 20-Bond Municipal Bond Index was used as the applicable municipal bond index.

Sensitivity Analysis

The following tables demonstrate the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the impact to the Town's proportionate share of the net pension liability if the discount rate was 1.00% higher or 1.00% lower than the current discount rate.

	FRS			HIS		
	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)	1% Decrease (2.87%)	Current Discount Rate (3.87%)	1% Increase (4.87%)
Employer's proportionate share of the net pension liability	\$ 120,436	\$ 65,991	\$ 20,771	\$ 25,507	\$ 22,395	\$ 19,801

Pension Plans' Fiduciary Net Position

Detailed information about the pension plans' fiduciary net position is available in the State's separately issued financial reports.

Defined Contribution Plan

Pursuant to Chapter 121, Florida Statutes, the Florida Legislature created the Florida Retirement Investment Plan ("FRS Investment Plan"), a defined contribution pension plan qualified under Section 401(a) of the Internal Revenue Code. The FRS Investment Plan is an alternative available to members of the Florida Retirement System in lieu of the defined benefit plan. There is a uniform contribution rate covering both the defined benefit and defined contribution plans, depending on membership class. Required employer contributions made to the plan during the year ended September 30, 2018, totaled \$0.

TOWN OF GLEN ST. MARY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

NOTE 9 – OPERATING LEASES

On November 18, 2016, the Town entered into a five-year non-cancelable operating lease for a copier. As of September 30, 2018, the future rental payments required under the operating lease is presented as follows:

2019	\$ 375
2020	375
2021	375
2022	<u>31</u>
Total	<u>\$ 1,156</u>

NOTE 10 – REVENUE LEASES

On July 1, 2013 the Town entered into a five-year, renewable lease for the rental of Town land. The lease is renewable for two additional five-year terms. The lease commencement date was September 1, 2013. Vystar Credit Union is leasing the land for the use of a drive-up ATM Machine. A deposit of \$5,000 representing payment of the sixth year if the lease is renewed beyond the initial five-year term. The lease renewed for an additional five years on June 1, 2018, becoming effective September 1, 2018. As of September 30, 2018, future minimum rental revenue required under the lease is presented as follows:

2019	\$ 5,000
2020	5,000
2021	5,000
2022	5,000
2023	<u>5,000</u>
Total	<u>\$ 25,000</u>

NOTE 11 – SUBSEQUENT EVENTS

Management has evaluated events and transactions for potential recognition or disclosure in the financial statements through May 28, 2019, the date which the financial statements were available to be issued. There were no subsequent events determined to occur that would have a material effect on the fair presentation of the financial statements taken as a whole through the date of the report, May 28, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF GLEN ST. MARY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL-GENERAL FUND
FOR FISCAL YEAR ENDED SEPTEMBER 30, 2018

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS</u>	VARIANCE
	<u>ORIGINAL</u>	<u>FINAL</u>		<u>WITH FINAL BUDGET</u>
<u>REVENUES</u>				
Taxes	\$ 130,877	\$ 130,877	\$ 141,800	\$ 10,923
Charges for Services	31,800	31,800	37,038	5,238
Intergovernmental	52,724	20,279	20,301	22
Interest Earnings	920	920	1,177	257
Miscellaneous Revenues	150	13,587	13,437	(150)
Rental Income	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
TOTAL REVENUES	<u>221,471</u>	<u>202,463</u>	<u>218,753</u>	<u>16,290</u>
<u>EXPENDITURES</u>				
Current:				
General Governmental	71,721	72,009	70,402	1,607
Physical Environment	86,776	77,100	73,757	3,343
Public Safety	1,100	4,100	4,033	67
Transportation	<u>19,830</u>	<u>22,070</u>	<u>13,004</u>	<u>9,066</u>
TOTAL EXPENDITURES	<u>179,427</u>	<u>175,279</u>	<u>161,196</u>	<u>14,083</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	42,044	27,184	57,557	30,373
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers	<u>-</u>	<u>(64,151)</u>	<u>(64,151)</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	42,044	(36,967)	(6,594)	30,373
FUND BALANCES - October 1, 2017	<u>240,452</u>	<u>240,452</u>	<u>240,452</u>	<u>-</u>
FUND BALANCES - September 30, 2018	<u>\$ 282,496</u>	<u>\$ 203,485</u>	<u>\$ 233,858</u>	<u>\$ 30,373</u>

Notes to Budgetary Comparison Schedules

The preparation, adoption and amendment of budgets are governed by Florida Statutes. The fund is the legal level of control. Budgets are prepared and adopted on a basis that does not differ materially from generally accepted accounting principles (GAAP). Appropriations lapse at year end.

See accompanying notes to financial statements.

TOWN OF GLEN ST MARY
SCHEDULES OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
LAST 10 FISCAL YEARS (1)

Florida Retirement System	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.000234488%	0.000234488%	0.000292982%	0.00441138%
Employer's proportionate share of the net pension liability (asset)	\$ 65,991	\$ 69,360	\$ 73,978	\$ 56,979
Employer's covered-employee payroll (2)	\$ 70,118	\$ 74,808	\$ 73,198	\$ 70,141
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	94.11%	92.72%	101.07%	81.24%
Plan fiduciary net position as a percentage of the total pension liability	84.26%	83.89%	84.88%	92.00%
Health Insurance Subsidy Program	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.000211592%	0.00023466%	0.00023708%	0.000231161%
Employer's proportionate share of the net pension liability (asset)	\$ 22,395	\$ 25,090	\$ 27,632	\$ 23,575
Employer's covered-employee payroll (2)	\$ 70,118	\$ 74,808	\$ 73,198	\$ 70,141
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	31.94%	33.54%	37.75%	33.61%
Plan fiduciary net position as a percentage of the total pension liability	2.15%	1.64%	0.97%	0.50%

Notes to schedules:

(1) The amounts presented for each fiscal year were determined as of the measurement date, which was June 30th of the current year.

(2) Covered-employee payroll includes defined benefit plan actives, investment plan members, and members in DROP.

GASB Statement No. 68 was implemented in 2015. Until a full 10-year trend is compiled, information for those years for which it is available will be presented.

See accompanying notes to financial statements.

TOWN OF GLEN ST MARY
SCHEDULES OF EMPLOYER CONTRIBUTIONS
LAST 10 FISCAL YEARS

Florida Retirement System	2018	2017	2016	2015
Contractually required contribution	\$ 6,515	\$ 6,024	\$ 6,429	\$ 10,445
Contributions in relation to the contractually required contribution	6,516	6,024	6,429	10,445
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Employer's covered-employee payroll (1)	\$ 70,118	\$ 74,808	\$ 74,808	\$ 73,198
Contributions as a percentage of covered-employee payroll	9.29%	8.05%	8.78%	14.72%

Health Insurance Subsidy Program	2018	2017	2016	2015
Contractually required contribution	\$ 1,203	\$ 1,195	\$ 1,257	\$ 963
Contributions in relation to the contractually required contribution	1,203	1,195	1,257	963
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Employer's covered-employee payroll (1)	\$ 70,118	\$ 74,808	\$ 74,808	73,198
Contributions as a percentage of covered-employee payroll	1.72%	1.60%	1.72%	1.36%

Notes to schedules:

(1) Covered-employee payroll includes defined benefit plan actives, investment plan members, and members in DROP.

GASB Statement No. 68 was implemented in 2015. Until a full 10-year trend is compiled, information for those years for which it is available will be presented.

See accompanying notes to financial statements.

SUPPLEMENTARY INFORMATION

TOWN OF GLEN ST. MARY, FLORIDA
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018

	<u>SPECIAL REVENUE</u>	<u>CAPITAL IMPROVEMENT</u>	<u>TOTAL NON- MAJOR FUNDS</u>
<u>ASSETS</u>			
Cash	\$ 151	\$ 136	\$ 287
TOTAL ASSETS	<u>\$ 151</u>	<u>\$ 136</u>	<u>\$ 287</u>
 <u>FUND BALANCES:</u>			
Fund Balances:			
Assigned to:			
Capital Improvements	\$ -	\$ 136	\$ 136
Unassigned	<u>151</u>	<u>-</u>	<u>151</u>
TOTAL FUND BALANCES	<u>\$ 151</u>	<u>\$ 136</u>	<u>\$ 287</u>

See accompanying notes to financial statements.

TOWN OF GLEN ST MARY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NON MAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

	<u>SPECIAL REVENUE</u>	<u>CAPITAL IMPROVEMENT</u>	<u>TOTAL NON MAJOR</u>
<u>REVENUES</u>			
Interest Earnings	\$ -	\$ 111	\$ 111
TOTAL REVENUES	<u>-</u>	<u>111</u>	<u>111</u>
<u>EXPENDITURES</u>			
Current:			
General Government	-	-	-
Physical Environment	-	-	-
Public Safety	-	-	-
Transportation	-	-	-
Economic Environment	-	-	-
Human Services	-	-	-
Culture and Recreation	-	-	-
Total Current:	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay			
General Government	-	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>-</u>	<u>111</u>	<u>111</u>
OTHER FINANCING SOURCES (USES)			
Transfers	-	(45,000)	(45,000)
NET CHANGE IN FUND BALANCES	<u>-</u>	<u>(44,889)</u>	<u>(44,889)</u>
FUND BALANCES - OCTOBER 1, 2017	<u>151</u>	<u>45,025</u>	<u>45,176</u>
FUND BALANCES - SEPTEMBER 30, 2018	<u>\$ 151</u>	<u>\$ 136</u>	<u>\$ 287</u>

See accompanying notes to financial statements.

ADDITIONAL ELEMENTS REQUIRED
BY THE
RULES OF THE AUDITOR GENERAL

LYONS AND LYONS

CERTIFIED PUBLIC ACCOUNTANTS

106 West Boulevard
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INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Mayor and
Members of the Town Council
Town of Glen St. Mary, Florida

We have audited the financial statements of the Town of Glen St. Mary, Florida (the "Town") as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated May 28, 2019. We have also issued our report on compliance and on internal control over financial reporting, dated May 28, 2019. That report should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit was conducted in accordance with the provisions of Chapters 10.550, Rules of the Auditor General which governs the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May 28, 2019, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General require that we comment as to whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding audit. If the audit findings in the preceding audit report are uncorrected, we are required to identify those findings that were also included in the second preceding audit report. These requirements of the Rules of the Auditor General are addressed in the Schedule of Findings that accompanies this letter.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General also require that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. There are no component units of the Town of Glen. The Town of Glen was established by a Special Act of the Legislature (House Bill Number 1512 –Laws of Florida) which became a law without the Governor's approval on June 29, 1957.

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Financial Condition

Sections 10.554(1)(i)5.a and 10.556(7) Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determinations as to whether or not the Town of Glen St Mary has met one or more of the condition described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the Town has not met one or more of the conditions described in Section 218.503(1), Florida Statutes, that are indicative of a state of financial emergency.

Also, as required by the Rules of the Auditor General, we applied financial condition assessment procedures, as of the end of the fiscal year, pursuant to Rule 10.556(8). It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by management. The application of such procedures did not reveal evidence of "deteriorating financial condition" as defined in Rule 10.554.

Annual Financial Report

Sections 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for the Town of Glen St. Mary for the fiscal year ended September 30, 2018, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial report for the fiscal year ended September 30, 2018. In connection with our audit, we determined that these two reports were in agreement.

Other Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Council Members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to express our appreciation for the courtesies, which have once again, been extended to our staff. We have sincerely enjoyed our association with the Town and look forward to a continuing relationship. If you have any questions or comments concerning this letter, our accompanying reports, or any other matters, please do not hesitate to contact us.



May 28, 2019
Macclenny, Florida

LYONS AND LYONS

CERTIFIED PUBLIC ACCOUNTANTS

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

To the Honorable Mayor and
Members of the Town Council
Town of Glen St. Mary, Florida

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glen St. Mary, Florida (the "Town") as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated May 28, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Glen St. Mary's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Glen St. Mary's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Glen St. Mary's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings as items 2018-001 and 2018-002 to be material weaknesses.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Glen St. Mary's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Town's Response to Findings

The Town's response to the findings identified on our audit is described in its accompanying letter of response. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



May 28, 2019
Macclenny, Florida

LYONS AND LYONS

CERTIFIED PUBLIC ACCOUNTANTS

106 West Boulevard
Macclenny, Florida 32063

Telephone (904) 259-4307
Fax (904) 259-5102

INDEPENDENT ACCOUNTANTS REPORT ON COMPLIANCE WITH LOCAL GOVERNMENT INVESTMENT POLICIES, SECTION 218.415, FLORIDA STATUTES

To the Honorable Mayor and
Members of the Town Council
Town of Glen St. Mary, Florida

We have examined the Town of Glen St Mary's (the "Town") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2018. Management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Town's compliance with specified requirements.

In our opinion, the Town complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2018.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



May 28, 2019
Macclenny, Florida

TOWN OF GLEN ST. MARY, FLORIDA
SCHEDULE OF FINDINGS
AS OF AND FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018

2018-001 **Condition** – Because of a limited number of personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records, or all phases of a transaction. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be detected.

Similar findings were reported in previous audits as items 2016-001 and 2017-001.

Recommendation – To the extent possible, given available personnel, steps should be taken to segregate employee duties so no one individual has access to both physical assets and the related accounting records, or all phases of a transaction. A similar finding was noted in our prior report. Our audit did not reveal any significant errors or irregularities resulting from this lack of separation of duties and responsibilities. However, we feel it is important you are made aware of this condition.

2018-002 **Condition** – Statement of Auditing Standards No. 115, Communicating Internal Control Related Matters Identified in an Audit, requires auditors to prepare written communication if they identify misstatements during the audit process or if it was necessary to assist with the preparation of the financial statements. As part of the audit process, we proposed material adjustments to Town's financial statements. It was also necessary for us to assist with the preparation of the financial statements. Our proposed adjustments were accepted by management, enabling the financial statements to be fairly presented in conformity with generally accepted accounting principles.

Similar findings were reported in previous reports as items 2016-002 and 2017-002.

Recommendation – We recommend that you consider and evaluate the costs and benefits of improving internal controls relative to the financial reporting process. By improving the financial reporting process, the Office will have an enhanced ability to monitor its budget position on an ongoing basis.

Town of Glen Saint Mary

*P.O. Box 519
Glen St. Mary, Florida 32040*

May 28, 2019

Sherrill F. Norman
Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

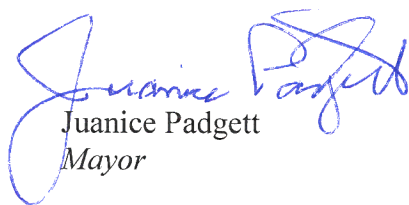
Dear Ms. Norman,

In response to the audit performed by Lyons & Lyons CPA's for the fiscal year ending September 30, 2018 it is duly noted that the following items were found and are addressed as follows:

- 2018-001 During the audit period duties were segregated to the extent possible given available personnel. Compensating controls have been implemented to help alleviate the problem.
- 2018-002 The finding is duly noted. Due to budget constraints it is not feasible to have someone on staff with the knowledge and experience to correctly prepare the financial statements.

Should you have any further questions, please feel free to contact me.

Sincerely,


Juanice Padgett
Mayor